



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 211170

Date: 01/26/2021

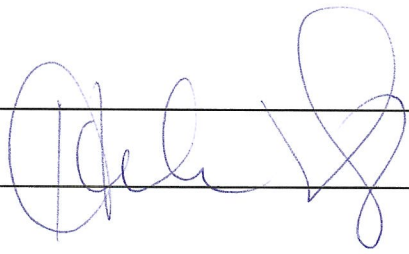
Request #: 281591

Vendor #: 00440

ISSUED TO: SOUDER, MILLER & ASSOCIATES
2904 RODEO PARK DRIVE EAST BUILDING 100
SANTA FE, NM 87505-

SHIP TO: City of Las Vegas
Attn: Police Department
318 Moreno Street
Las Vegas, NM 87701

Vendor Fax #: (505) 471-6675

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	INSPECTION/TESTING/TRAVEL FOR FIRE SUPPRESSION EMERGENCY PURCHASE 1.2020 TASK ORDER #9229880 KAUFMAN SUBCONTRACTOR	550.00		101-4800-710-7401	550.00
DEPARTMENT ORDER						
Approved By: 					Subtotal:	550.00
Date: 1/27/2021					TAX:	0.00
					SHIPPING:	0.00
					TOTAL	550.00

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 281591

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 1/26/2021

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____
 (RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

☐ EXEMPT PURCHASE; Provide Section No. _____.

☐ GSA CONTRACT; GSA NO.: _____ - _____ EXPIRES: ____/____/____.

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS
 PRIOR TO PROCURING GOODS AND/OR SERVICES.

☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____

☒ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Task Order #9229880, Travel, Inspection & Testing of Suppression system @ LVPD 318 Moreno St. LVNM

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	1	EACH	Task Order #9229880, Suppression System @ LVPD	1,100.00	1,100.00
2			Travel, Inspection & Testing of Existing System	550.00	550.00
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
11					-

VENDOR: SOUDER, MILLER & ASSOCIATES

TOTAL: \$

1,100.00

ADDRESS:

550.00

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ _____
 EXPENDED TO DATE \$ 4,000.00
 CURRENT EXPENSE \$ 2,265.44
 BALANCE \$ 1,100.00
 634.56

SIGNATURE OF PERSON REQUESTING

101.4800.710.7401

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: _____ BUDGET AVAILABLE YES: X NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT



January 26, 2021

#9229880

Maria Gilvarry
Utilities Director
City of Las Vegas
905 12th Street
Las Vegas, NM 87701
Tel 505.426.3314
gilvarrym@lasvegasnm.gov

**RE: Scope and Fee Proposals
City of Las Vegas Fire Suppression Systems**

Dear Ms. Gilvarry:

Miller Engineers, Inc. d/b/a Souder, Miller & Associates is providing this task order request, under our existing on-call contract, for the inspection and testing of the existing fire suppression systems in the City Police Station and City Library.

- Police Department – The building has an existing fire suppression system in place. The building was added on, but the addition does not have a system.
- City Library – The building has an existing fire suppression system in place, but it has not been maintained. It is unclear whether the system is functioning.

SMA has talked to Kaufman Fire Protection and they can perform an inspection and testing of the existing systems at both buildings. Their cost is \$250.00 per building plus travel time.

Based on the travel from Albuquerque to Las Vegas, SMA is requesting a PO for the amount of \$1,100.00 to cover Kaufman's cost for the inspection and testing plus SMA's standard 10% markup for subconsultants.

Kaufman understands the urgency of this project and is ready to perform the inspection and testing as soon as tomorrow.

Please do not hesitate to contact us if you have any questions.

Sincerely,

**MILLER ENGINEERS, INC. d/b/a
SOUDER, MILLER & ASSOCIATES**

Raymond J. Smith

Raymond J. Smith, P.E.
Senior Engineer
Raymond.smith@soudermiller.com

Tod L. Phinney

Tod Phinney, P.E.
Vice President

William Fyler

City Manager Approval



STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used for an emergency procurement when the service, construction or item of tangible personal property procured is needed immediately to:

- control a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; or
- plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; and the goods or services cannot be acquired through normal procurement methods.

Keep in mind that the state purchasing agent or a central purchasing office in making an emergency procurement, shall:

- employ a competitive process to the extent practicable under the circumstances; and
- use due diligence in determining the basis for the procurement and in selecting a contractor; and
- shall not make an emergency procurement for the purchase or lease of heavy road equipment.

The state purchasing agent or a central purchasing office that makes an emergency procurement shall outline its determination of the basis for the procurement and its selection of the contractor in writing and include the writing in the procurement file. (That writing can be made on this form.) Promptly thereafter:

- the state purchasing agent shall post notice of the procurement on its website; or
- the central purchasing office shall post notice of the procurement on its website, if it maintains one, and shall transmit the notice to the state purchasing agent for posting on the state purchasing agent's website.

NOTE: the state purchasing agent or a central purchasing office that makes an emergency procurement to plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the legislative finance committee and the department of finance and administration within sixty days after the end of the fiscal year in which the procurement was made.

I. Name of Agency: City of Las Vegas

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: (505)454-1401

II. Name of Contractor: Souder, Miller & Associates

Address of Contractor: 5454 Venice Avenue Suite D
Albuquerque, NM 87113

Amount of prospective contract: \$1,100.00

Term of prospective contract: Upon completion of Inspection/Testing

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Travel, Inspection and Testing of Las Vegas Police Department, 318 Moreno St. Las Vegas, NM 87701, requires an inspection/testing of current suppression system. The addition @ LVPD does not have a current fire suppression system and requires adequate coverage.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

Travel, Inspection and Testing of Las Vegas Police Department, 318 Moreno St. Las Vegas, NM 87701, requires an inspection/testing of current suppression system. The addition @ LVPD does not have a current fire suppression system and requires adequate coverage.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Emergency is only in place until the completion of this inspection/testing and determination at 318 Moreno St. Las Vegas, NM 87701. Per City Manager, William Taylor and City of Las Vegas Fire Department Deputy Chief Steve Spann the Police Department is in violation of State Fire Code.

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Once the "Emergency" Inspection/Testing of the fire suppression system at LVPD is remediated, an annual inspection will be scheduled as required.

Certified by:




Department Director

1-26-2021

Date

Agency Approval by:



Certified Procurement Officer

1/26/2021

Date

Approval by:



Finance Director

1-27-21

Date

Note: All emergencies must be posted to the City of Las Vegas website:

http://www.lasvegasnm.gov/business/emergency_purchases.php